

Bid Due Date: March 21th, 2014 @ 1:00 pm

Radio and Communications Equipment Service Contract Specifications - Gallatin Police Dept.

1. Introduction

The City of Gallatin Police Department is seeking and accepting bids for a radio and communications equipment service agreement which includes repairs and maintenance of all departmental communications equipment such as radio repeaters, in-car mobile radios, portable radios, dispatch center consoles, control stations and radios.

2. Scope of Contract Bid

Prior to submitting a bid quote, all interested service providers must attend a pre-bid meeting on **March 14th 2014@ 9:00 am** at the Gallatin Police Department in order to view and verify current conditions of the equipment to be listed on the service contract. A detailed inventory of all departmental communication equipment will be made available to all interested service providers in attendance at this meeting only. All bids must contain an itemized cost list for all equipment to be placed on the service agreement. The Gallatin Police Department will identify the items and quantity of each to be covered under the service agreement.

BASIC REQUIREMENTS THAT MUST BE INCLUDED IN SERVICE CONTRACTS

1. Preventative Maintenance

The service provider must complete 2 free preventative maintenance inspections of all equipment that is listed on the service contract. The preventative maintenance inspections should be coordinated between the Gallatin Police Department Communications Supervisor and the service provider, and will be conducted during normal business hours.

2. Emergency Service (included with fixed equipment) (365/24/7 on-site service-required)

A. Repeater Stations

B. Dispatch Center Control Stations

C. Dispatch Center Consoles

Upon receipt of notice of the failure of the above listed equipment, to function properly while in normal use, the service provider will promptly assign a service technician to respond to the Gallatin Police Department within one hour to make on-site repairs to the equipment in order to return it to normal operating condition. If on-site repairs cannot be made to the inoperable equipment, the service provider shall provide loaner (comparable equipment) of equal technical capabilities while repairs are being conducted. Parts and labor associated with repairs must be included in the service contract.

3. Mobile and Portable Radio Units

Upon receipt of notice of the failure of any mobile and/or portable radio unit covered under the service agreement, to function properly while in normal use, the service provider will be required to assign a service technician to conduct the necessary repairs and service to bring the inoperable unit back to normal operating condition. Repairs of mobile and portable units will be conducted as often as required during normal business hours of a customary work week. Emergency repairs to mobile and portable units will be conducted outside of normal business hours subject to prior commitment of the service provider. Parts and labor associated with repairs must be included in the service contract.

When necessary to avoid disruption of Police service to the City of Gallatin, the service provider will agree to perform repairs and maintenance to mobile units at the Gallatin Police Department during normal business hours if on-site repairs can be completed.

All bid proposals must include a detailed copy of the service provider's maintenance contract

All bid quotes must include itemized costs associated with covering the following initial equipment:

Quantity	Description of Equipment
2	Motorola Turbo Repeaters
3	MCC5500 Consoles (365/24/7 on site service)
1	CM200 Control Base (365/24/7 on site service)
1	Kenwood Control Base (365/24/7 on site service)
13	Motorola HT750 Portables (365/24/7 on site service)
3	Motorola Turbo Control Base
28	Motorola XPR6550 UHF Portables

Equipment increases:

Motorola XPR6550 UHF Portables: 47 in November 2014

Motorola XPR6550 UHF Portables: 5 in 2015(May)

Motorola XPR6550 UHF Portables: 2 in 2016

Motorola XPR6550 UHF Portables: 3 in 2017

The Gallatin Police Department reserves the right to add and/or remove equipment to be covered under the service contract as necessary.

Evaluation of Contract Proposals

The City of Gallatin Police Department will award the contract to the lowest responsible bidder pursuant to the Municipal Purchasing Act of 1983. Responses will be based upon the following factors:

- Completeness of response and details of service contract.
- Prior experience with service provider.
- Service Provider Track Record, including references.
- Distance from Gallatin Police Department.
- Provide at least 3 references of current companies utilizing your services.

The City of Gallatin reserves the right to reject any and all contract bid proposals and to waive any informality found therein.

Contract Term

The contract term will last 12 months, and the contract shall include language permitting up to three (3) annual extensions. The customer is to be billed in monthly installments during the contract period. All monthly billing statements must include an itemized costs list of equipment billed for.

Question and Appointments Submissions Contact:

Gallatin Police Department

Attn: Lieutenant Billy Vahdiek

Telephone: 615-452-1313 Ex. 232

E-mail address: bvahldiek@gallatinpd.org

Bid Submissions:

ALL SUBMISSIONS MUST BE SEALED AND CLEARLY MARKED

“Radio and Communication Equipment Service Contract Specifications”

BID DUE DATE: March 21, 2014, 1:00pm

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R. Smith, Jr

132 West Main Street

Gallatin, TN 37066

Telephone: 615-451-5963

Price Sheet

<u>Qty.</u>	<u>Description of Equipment</u>	<u>Price per Unit</u>	<u>Total</u>
2	Motorola Turbo repeaters (To include 365/24/7 on site service)	_____	_____
3	MCC5500 Consoles (365/24/7 on site service)	_____	_____
1	CM200 Control Base (365/24/7 on site service)	_____	_____
1	Kenwood Control Base (365/24/7 on site service)	_____	_____
13	Motorola HT750 Portables (365/24/7 on site service)	_____	_____
3	Motorola Turbo Control Base	_____	_____
28	Motorola XPR6550 UHF Portables	_____	_____
<u>Total Monthly Price:</u>		\$ _____	

Name of Company: _____

Address: _____

Telephone: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____